

## Education & Standards Committee (ESC) Terms of reference

*December 2019*

### Purpose

- To be informed and to advise the RPS Education and Professional Development Directorate, and thereby make recommendations to RPS Assembly, in relation to the RPS Education and Workforce strategy
- To provide strategic and expert advice relating to education and workforce development across GB and as part of the RPS role internationally.
- To fulfil the role of overarching quality assurance for all RPS assessments and credentialing activity, specifically to approve RPS frameworks, curricula and assessment regulations and processes.

### Main functions

To draw on the expertise of its members, singularly and collectively, to provide the following:

- Draw on evidence to support the RPS national boards and Assembly on matters relating to education and workforce development
- Provide expertise to help create coherent professional responses to emergent workforce and education issues across England, Scotland and Wales.
- Support the ongoing work of the RPS in education and professional development including the development, implementation and dissemination of curricula, credentialing and assessments at foundation, advanced and consultant level practice
- Approve RPS educational frameworks, curricula and syllabi
- Approve RPS assessment regulations
- Ratify Foundation Pharmacist Assessment Panel and Advanced Pharmacist Assessment Panel assessment decisions
- Maintain oversight of the academic and operational quality of RPS assessment activities
- Communicate the work of the committee to internal and external stakeholders.
- Lead and encourage membership of the RPS across pharmacists and pharmaceutical scientists involved in education and training
- Work with other organisations

### Member specifications

- Membership of the ESC is based on an individual's own professional experience rather than them acting as a representative of another group or their organisation.

- The committee will be constituted to ensure that individual members have a wide breadth of relevant experience to carry out its functions.
- RPS has ultimate responsibility for the constitution of the group.
  - The group will comprise a maximum of 15 members and should ideally reflect the breadth of pharmacy workforce development, including the learner voice.
  - The RPS President will be invited to attend as an observer as will one member on behalf of the three Country Boards. The selection of a member (or members if rotational) to be agreed by Country Board Chairs.
  - There will be a standing invitation to RPS Chief Executive Officer.

**Expert members** of the group will:

- Be nationally and possibly internationally recognised as an expert in education and/ or workforce development
- Possess current knowledge and expertise in a relevant area of education encompassing undergraduate, pre-registration and postgraduate **and/or** have an excellent understanding of best practice in the assessment of healthcare professionals
- Have a high level of involvement in institutional roles and professional organisations.
- Have a high professional standing and reputation

**All members** of the group will:

- Demonstrate leadership and management skills commensurate with their role
- Be a member of the RPS (where eligible)
- Conform to the RPS code of conduct for members of governance bodies
- Declare any conflicts of interest, and to act in an open and transparent manner without undue influence.
- Not be an elected member of RPS National Boards (with the exception of the observers outlined above)

Ideally, the group will have representation from across the sectors of pharmacy practice and the three nations of Great Britain.

<b>Membership type</b>	<b>Membership</b>
Expertise in <b>teaching and learning</b>	2
Expertise in <b>workforce development</b>	2
Expertise in <b>assessment of healthcare professionals</b>	2
Lay/patient representative	1
Pharmacists in practice representatives <ul style="list-style-type: none"> <li>- Pre-Foundation or Foundation level (x1)</li> <li>- Post-Foundation or advanced level (x1)</li> <li>- Consultant level (x1)</li> </ul>	3

## Governance and Reporting

The Committee reports to the RPS Assembly. It also works closely with the RPS National Boards. There are interdependencies and cross fertilisation across a range of RPS Committees and Advisory Groups. The ESC will inform and be informed by the Science and Research Committee, Hospital, Community and GP Expert Advisory Groups and the new Early Careers Advisory Group.

To enable the Committee to undertake its curriculum and assessment quality assurance role, it will have oversight of a number of assessment panels, namely:

- **Assessment Regulatory Panel** – an arm’s-length panel designed to manage escalated appeals, complaints, allegations of misconduct and reasonable adjustment requests
- **Foundation Pharmacist Assessment Panel** – the assessment panel for RPS Foundation-level assessment and credentialing activity
- **Advanced Pharmacist Assessment Panel** - the assessment panel for RPS Advanced-level and Consultant-level assessment and credentialing activity

The RPS is a key member of the Pharmacy Education Governance Oversight Board (EGOB). This important stakeholder group provides collaborative leadership in relation to post registration pharmacy workforce development. Neither the RPS nor its Education and Standards Committee report to EGOB or are accountable to EGOB for their business. However, the decisions of EGOB will have a direct bearing on the work of the RPS and success of its business plan in relation to education and professional development.

## Time demands / Ways of working

- The group will typically meet formally face-to-face a maximum of three times a year. Additional meetings where required can be conducted via webinar.
- Members will be expected to attend all meetings
- The majority of interactions will be virtual, by email or through the online networks.
- Members will declare any interests that may be a conflict to the work underway.
- The RPS staff lead is responsible for reporting the activities and deliverables of the group to the three National Boards and the Assembly

## Quorum

- The group membership must be 50% + 1 to be quorate

## Decision making

- Decision making should ideally be reached via consensus
- If no consensus emerges, a vote should be taken
- The Chair will be having the deciding vote if a vote is evenly split

## Confidentiality

Meetings of the Committee are open to the public but may be closed to protect confidential information.

Examples of confidential matters include (but are not limited to):

- Considerations that may lead to public identification of individuals or disclosure of confidential information about them
- Considerations that may reveal proprietary information or intellectual property
- Considerations that may reveal information about research prior to publication

For closed parts of the meeting, members of the group will treat information they receive as confidential. Members of the groups will also have a duty to protect other confidential and/or sensitive information relating to the work of the RPS and this advisory group. Information will not be disclosed until it has been agreed by the RPS as appropriate for public circulation.

## Terms of Office

- The term for members to sit on the Education and Standards Committee is three years with a second term possible in order to stagger turnover of membership.
- Previous membership of the group will not prevent reapplication at a later date. There should be a full-term gap of three years prior to reapplication.
- It is expected if a member no longer meets the member specification, e.g. their role changes, that they would step down. In case of retirement, members may remain on the group for an additional year.
- Recruitment will be carried out using an open and transparent application process

## Chair

The position of Chairperson is held for a period of three years. The appointment of the Chair will follow an open and transparent process involving Committee members. A member applying for Chair should declare any actual or potential conflicts of interest. It is widely accepted that professional experts will be asked to sit on various committees and groups nationally and internationally and that such external recognition would not preclude appointment to Chair of the Education and Standards Committee.

## Other

### RPS Staff Support

Appropriate RPS staff will attend meetings to support the work of the ESC, including:

- Director of Education and Professional Development
- Head of Assessment & Credentialing
- Head of Education
- Head of Professional Development

## Reimbursement

Reasonable expenses in line with the RPS expenses policy will be reimbursed for attendance of this committee.

